



# Foreign Affairs Manual

## 1 FAM – Organization and Functions

**Change Transmittal:** ORG-217

**Date:** July 23, 2009

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### **1 FAM 010 AUTHORITY, RESPONSIBILITY, AND ORGANIZATION**

### **1 FAM 230 BUREAU OF HUMAN RESOURCES (HR)**

### **1 FAM 250 BUREAU OF CONSULAR AFFAIRS (CA)**

### **1 FAM 260 BUREAU OF DIPLOMATIC SECURITY (DS)**

#### **Changes**

1. The office symbol A/ISS has been changed to A/GIS in these subchapters.
2. **Change transmittal** has replaced the term, transmittal letter. Change transmittal was selected as being more appropriate in this age of electronic information transmission.
3. Revisions in the next update will appear in *italic* and *dark magenta*. Italic provides a historical record of changes.
4. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook

series generally have no regulatory validity (see 2 FAM 1115.2).

## Filing Instructions for Paper Copies

1. Remove and discard old subchapters (listed in table below) and replace with revised subchapters.

Subchapter	Old CT	New CT
1 FAM 010	(CT:ORG-170; 08-23-2007; 25 pages)	(CT:ORG-217; 07-23-2009; 25 pages)
1 FAM 230	(CT:ORG-165; 02-23-2007; 16 pages)	(CT:ORG-217; 07-23-2009; 16 pages)
1 FAM 250	(CT:ORG-175; 11-29-2007; 45 pages)	(CT:ORG-217; 07-23-2009; 45 pages)
1 FAM 260	(CT:ORG-212; 05-19-2009; 89 pages)	(CT:ORG-217; 07-23-2009; 89 pages)

2. After inserting the material in the binder, insert this change transmittal immediately following the CT (formerly TL) checklist, then fill in the entry line for CT:ORG-217, and initial.

## Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/GIS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this change transmittal.

**(OES/OA)**